HEATING/AC CONTRACTOR'S LICENSE

ST. JOSEPH COUNTY/CITY OF SOUTH BEND
125 South Lafayette Boulevard, Suite 100
South Bend, Indiana 46601
574-235-9554
574-235-5541 (fax)

In order to obtain a Class "A" license, the applicant must:

- Complete the application form provided
- Be at least twenty-one (21) years of age
- Submit a picture I.D. (i.e., driver's license)
- Submit a fifty dollar ($50.00) non-refundable application fee (this does not include Prometric's registration fee)
- Provide a statement from the Police Department of their local municipality indicating whether or not the applicant has ever been convicted of a misdemeanor or felony and if so, the crimes convicted of and the dates and places of such convictions.
- Have at least four (4) years (or equivalent) experience in the installation, repair, and maintenance of heating, air conditioning and ventilating equipment or systems in the fields of residential, commercial or industrial; and is able to furnish proof of such experience.
- Submit a letter of reference from each contractor listed on the application verifying apprenticeship.

All applicants must be reviewed by the Board of Examiners if they have not taken or passed the exam. The board members have ten (10) business days to review the application to determine if requirements are met as set forth in the ordinance.

Applicants should be certain of the exam date they select. Prometric will not accept anything after the cutoff date for that particular site and month.

If an applicant has previously taken the Prometric exam #31023 and passed with a score of seventy per cent (70%) or above, a reciprocal letter will be accepted and should be submitted with the application as long as the individual meets the minimum requirements as stated above.

BUILDING DEPARTMENT
ST. JOSEPH COUNTY/CITY OF SOUTH BEND
125 SOUTH LAFAYETTE BOULEVARD, SUITE 100
SOUTH BEND, INDIANA 46601
574-235-9554 OFFICE
574-235-5541 FAX

2015

APPLICATION FOR **HVAC CONTRACTOR'S LICENSE**
A $50.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

APPLICANT'S NAME _____ DATE:_____

HOME ADDRESS_____PHONE:_____

_____

DATE OF BIRTH_____ E-MAIL_____

IF APPLICANT REPRESENTS A FIRM OR CORPORATION GIVE FIRM NAME:_____

OCCUPATION FOR LAST 5 YEARS:

1. FIRM NAME_____
   ADDRESS_____
   _____
   PHONE#_____
   DUTIES:_____
   YEARS OF SERVICE_____

2. FIRM NAME_____
   ADDRESS_____
   _____
   PHONE#_____
   DUTIES:_____
   YEARS OF SERVICE_____

(LIST ANY OTHERS ON REVERSE SIDE)

TOTAL YEARS OF EXPERIENCE: JOURNEYMAN:_____ HVAC CONTRACTOR_____

HAVE YOU EVER TAKEN THE PROMETRIC (PREVIOUSLY KNOWN AS BLOCK OR EXPERIOR) EXAMINATION FOR HVAC CONTRACTOR? YES_____ NO_____

IF YES: WHERE:_____ DATE_____

EDUCATION:

HIGH SCHOOL_____ TRADE SCHOOL_____ NIGHT SCHOOL_____ OTHER_____

STATE OF INDIANA)
) SS:
ST. JOSEPH COUNTY)

I, _____being duly sworn upon his/her oath, deposes and says that all statements made in the above application are true, and said statements are made for the purpose of securing an examination and obtaining a license as an HVAC contractor in the City of South Bend and the County of St. Joseph, Indiana.

_____
Applicant's Signature

Subscribed and sworn to before me, a Notary Public, in and for said County and State, this _____day of _____, _____.

_____
Notary Public – Residing in St. Joseph County, Indiana

My Commission Expires:_____

Master Unlimited Air Conditioning

CATALOG NUMBER: 31023
EXAM NUMBER: 914808
EFFECTIVE DATE: 03/05/2009

License Information

Scope- Tests a candidate's knowledge of the design, installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, piping vessels, warm air heating, low and high pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

Examination Outline

Open Book
100 Questions – Four-hour time limit
70% Correct Required to Pass

SUBJECT AREA	PERCENTAGE
HARV GENERAL	25
LOW AND HIGH PRESSURE BOILERS	10
WARM AIR HEATING	10
VENTILATION	15
CONTROLS	15
PIPING	10
LOAD CALCULATIONS	5
INSULATION	5
SAFETY	5

References

The following references ARE allowed in the testing center:

1. *Code of Federal Regulations, Title 29, Part 1926 (OSHA),* Revised July 1, 2008, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.
2. *International Fuel Gas Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.
3. *International Mechanical Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.
4. *NFPA 31 – Standard for the Installation of Oil Burning Equipment,* 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
5. *NFPA 58 – Standard for the Storage and Handling of Liquefied Petroleum Gases (LP Gas Code),* 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA, 02269-9101, www.nfpa.org.
6. *Manual J – Residential Load Calculation,* Eighth Edition, 2002, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
7. *Manual N – Commercial Load Calculation,* Fifth Edition, 2008, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
8. *ACCA Duct Slide Rule,* Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.
9. *Pipefitters Handbook,* Third Edition, 1967, Industrial Press, Inc., 989 Avenue of the Americas, New York, NY 10018, www.industrialpress.com.

The following references have been used to create exam questions but are NOT allowed in the testing center:

1. *High Pressure Boilers,* Third Edition, 2003, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
2. *Low Pressure Boilers,* Third Edition, 2008, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
3. *Modern Refrigeration and Air Conditioning,* Eighteenth Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243,www.g-w.com.

For information on how to obtain examination references, please call toll-free 877.624.2562.

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STATE OF INDIANA EXAMINATION SCHEDULE

2015

Registration forms and exam fees must be received by Prometric on or before the cutoff dates indicated on this exam schedule. No exceptions will be made to this policy. Registration forms and exam fees received after the cutoff date will be assigned to the next available site and date nearest the initial request. Please make note of this information.

Candidates should be certain of the exam date they select. Once the cutoff date has passed, Prometric will be unable to reschedule a candidate's exam date. Upon receipt of payment to Prometric, your exam request is immediately processed and exam fees cannot be refunded.

Columbus		**Ft. Wayne**		**Indianapolis**	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
03/23/15	04/11/15	02/02/15	02/21/15	12/23/14	01/10/15
07/13/15	08/01/15	06/01/15	06/20/15	03/09/15	03/28/15
11/30/15	12/19/15	10/05/15	10/24/15	04/20/15	05/09/15
				08/24/15	09/12/15
				10/19/15	11/07/15

PROMETRIC
ATTN: NATIONAL CONSTRUCTION PROGRAM
1260 ENERGY LANE
ST. PAUL, MN 55108
1-800-280-3926
FAX: 1-800-813-6670

www.prometric.com

Questions? Please contact Sandra Parmerlee, Licensing Secretary, at the City of South Bend/St. Joseph County Building Department, 125 S. Lafayette Blvd., Suite 100, South Bend, IN 46601

Phone: 574-235-9554 Fax: 574-235-5541

ST. JOSEPH COUNTY/CITY OF SOUTH BEND BUILDING DEPARTMENT 2015

ELECTRICAL/HVAC LICENSE INFORMATION

ELECTRICAL CLASS A: A Class A Electrical Contractor's License may be issued to a person who is principally engaged in the business of electrical contracting. This license entitles the holder and his/her employees to perform electrical contracting work. The holder must maintain a business telephone.

ELECTRICAL CLASS B: A Class B Industrial Electrical License may be issued to a person who installs, maintains, alters, and/or repairs electrical equipment, provided that any such work performed shall be confined to the industrial premises described in the license application and certificate. No person shall hold more than one (1) Class B license at one (1) time.

HEATING CLASS A: A Heating, Air Conditioning, and Ventilating Contractor's License may be issued to a person who is principally engaged in the business of heating, air conditioning, or ventilating contracting. This license entitles the holder and his/her employees to perform heating, air conditioning and ventilating contracting work and to sell approved heating, air conditioning and ventilating apparatus and devices. The holder must maintain a business telephone.

There is a fifty dollar ($50.00) registration fee due from the applicant at the time the application is submitted for review by the appropriate Board. At that time, if the applicant meets the requirements, they will be given the form to submit to Prometric to take the exam. A resume of experience and three letters of reference must accompany the application.

LICENSE FEES:

Electrical Class A	New	$100.00	Renewal	$100.00
Electrical Class B	New	$100.00	Renewal	$100.00
Heating Class A	New	$100.00	Renewal	$100.00

SURETY BOND: Each applicant that carries a Class A license must also provide a surety bond in the amount of five thousand dollars ($5,000.00) naming the City of South Bend and St. Joseph County as the oblige for a period of one (1) year. The term of the license will run with the bond expiration date. The bond must indicate the individual's name and "doing business as" if applicable.

INSPECTORS: Inspectors may be contacted M-F between the hours of 7:30 a.m.-9:00 a.m. and 3:30 p.m. to 4:00 p.m.

RICK SPITAELS - ELECTRICAL INSPECTOR
ROBERT VEAL - HVAC INSPECTOR

City of South Bend/St. Joseph County Building Department
125 South Lafayette Boulevard, Suite 100, South Bend, Indiana, 46601.
574-235-9554
574-235-5541 (Fax)

12-12-14

INDIANA CODE BOOKS

2012 - INDIANA BUILDING CODE (IBC)
Based on 2012 International Building Code – 1st printing with 2014 Indiana Amendments

2005 - INDIANA RESIDENTIAL CODE
Based on 2003 International Residential Code – 5th printing with Indiana Amendments

2012 - INDIANA PLUMBING CODE 2012 EDITION
Based on 2006 International Plumbing Code 2nd ed. Amended Indiana 2012

2008 - INDIANA ELECTRICAL CODE
Based on 2008 National Electrical Code – 1st printing with Indiana Amendments

2012 - INDIANA MECHANICAL CODE
Based on 2012 International Mechanical Code – 1st Printing with 2014 Indiana Amendments

INDIANA SWIMMING POOL CODE
Indiana Swimming Pool, Spa and Water Attraction Code, Third Edition

2012 - INDIANA FIRE PREVENTION CODE
Based on 2012 International Fire Code – 1st Printing with 2014 Indiana Amendments

2012 - INDIANA FUEL GAS CODE
Based on 2012 International Fuel Gas Code – 1st printing with 2014 Indiana Amendments

2010 - INDIANA ENERGY CONSERVATION CODE 2010
(ASHRAE 90.1 2007 edition as amended)

GENERAL ADMINISTRATIVE RULES (GAR)

I.B.C. CHAPTER 11 – ACCESSIBILITY/FAIR HOUSING RULE with Indiana Amendments

Amendments are available thru www.state.in.us/legislative/iac/title675.html

FOR ORDERING AND PRICE INFORMATION CONTACT:

International Code Council (ICC)
1-888-442-7233
8 a.m. – 7 p.m. Monday thru Friday

Or

Architectural Center Bookstore
317-634-3871